

SECTION 12: TITLE PROCESSING FOR TRUCK REGISTERING IRP

Main Menu

ditclm processing on behalf of PASSEHLS AUTO SALES - MV5555

This system has been designed to walk you through each available transaction. Simply select the appropriate radio button and click "Next" to begin the step-by-step instructions.

- ☐ Title/Registration Processing
- ☐ Vehicle Inquiry
- ☐ Retrieve for update and complete VIN:
Reference number:
- ☐ View Reports
- ☐ Bank Account Information and Forms
- ☐ Junk Vehicle VIN:
- ☐ Reset (cancel) transaction VIN:
Reference number: Title number:
- ☐ Add Temporary Plate to Log (Applications not processed electronically)
- ☒ Title Processing for Truck registering IRP

TRANSACTION TYPE SELECTION:

☐ **WISCONSIN TITLE:** (No Mopeds)

I received the signed WI title for this vehicle from the previous owner

Title # [e.g. 03334WI000016](#)

☐ **OUT-OF-STATE TITLE:**

I received the signed out-of-state title for this vehicle from the previous owner

Previously titled in

[VIN](#) Model Year (yyyy)

☐ **NEW VEHICLE:**

This is a new vehicle and I possess the Manufacturer Certificate of Origin (MCO)

[VIN](#) Model Year (yyyy)

☐ **OUT OF COUNTRY:**

I possess an ownership document from another country

Wisconsin Title: Select the top radio button and enter the Wisconsin title number (including the check-digit, but without the dash)

Out-of-State Title: Select the Out-of-State title radio button and select either Auto/Light Truck or Cycle/Moped depending on vehicle type. Select the appropriate state the vehicle was previously titled in using the dropdown list. Enter the VIN and model year (four digits) in the corresponding fields.

New Vehicle: Select the New Vehicle radio button and select either Auto/Light Truck or Cycle/Moped depending on vehicle type. Enter the VIN and year (four digits) in the corresponding fields.

Out-of-Country Title: These cannot be processed using eMV11 and must be mailed to DMV for manual processing.

Select to continue.

Select to return to the previous menu options.

OWNERSHIP INFORMATION

Owner Information

Owner 1

☒ Individual Owner(s)

Driver License # or SSN

☐ Non-individual owner

☐ Owner is a Trust

FEIN

AND ☐ OR ☐

Owner 2

☐ Individual Owner(s)

Driver License # or SSN

☐ Non-individual owner

☐ Owner is a Trust

FEIN

Enter Owner information:

- Select the Individual or Non-Individual Owner button
- For individual owners, enter the Wisconsin Driver License number or Social Security number (without any dashes)
- For Non-Individuals, enter the Federal Employer Identification Number (FEIN)
- If multiple owners exist, select the desired conjunction “And” or “Or”
- If the owner is a Trust, select the **Non-Individual owner** button and the **Owner is a Trust** checkbox. A FEIN does not have to be entered to search for a Trust.

Select

OWNERSHIP INFORMATION (continued)

Lessee Information
☐ Vehicle will be leased to another party
☒ Individual Lessee(s)
Driver License # or SSN
[AND](#) ☐ [OR](#) ☐
Driver License # or SSN
☐ Non-individual Lessee
☐ Lessee is a Trust
[FEIN #](#)

Enter Lessee Information (if applicable):

- Select the “Vehicle will be leased” checkbox
- Select the Individual or Non-Individual radio button
- For Individual owners, enter the Wisconsin Driver License number or Social Security number (without any dashes)
- For Non-Individuals, enter the Federal Employer Identification Number (FEIN)
- If the Lessee is a Trust, select the **Non-Individual Lessee** button and the **Owner is a Trust** checkbox. A FEIN does not have to be entered to search for a Trust.

Select **Next**

For additional information, click on any blue underlined text and a Help Box will appear.

For additional help with Customer Search, refer to Section 3

LIEN HOLDER SCREEN

Lien Holder Information
☐ Lien Holder should not be listed on title
☒ Lien Holder should be listed on title
Secured Party #
[Secured Party Number Tips](#)

☐ Financing Pending

- If there is not a Lien Holder, the corresponding box must be checked to continue.
- If there is a Lien Holder, select the box labeled: Lien Holder should be listed on title.
 - Enter the Secured Party number
- Select **LienHolder Search** if you need to search for the number
- Click on *Secured Party Number Tips* to view a reference sheet
- If you still cannot find the correct number, select **Request Secured Party #** to send a request to DMV. Responses will be sent via email within 24 hours.
- If the loan information is pending, you may select the Finance Pending checkbox. This will add a Finance Pending placeholder in lieu of the lien.
 - A \$10 loan-filing fee will be added to ensure proper fees are collected.
 - An error message will appear if attempting to complete the transaction with Finance Pending. The transaction should be pended until finance information can be obtained.
 - When completing the transaction, enter the new secured party number and continue processing.

Select **Next**

For additional help with Lien Holder Information, refer to Section 4

OWNERSHIP DETAILS

Title Holder Information	
	Owner 1
Owner Name (first, middle, last)	<input type="text" value="JOE"/> <input type="text" value="Q"/>
	<input type="text" value="SIXPACK"/>
SSN	<input type="text"/>
Date of Birth (MM/DD/YYYY)	<input type="text"/>
DID #	<input type="text" value="S2124354517502"/>
Address	<input type="text" value="100 BEARS DR"/>
PO Box	<input type="text"/>
City	<input type="text" value="BLUE MOUNDSS"/>
State	<input type="text" value="WI"/> Zip <input type="text" value="53715"/>
Lessee Information	
Full legal name	<input type="text"/>
FEIN #	<input type="text"/>
Address	<input type="text"/>
PO Box	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/> Zip <input type="text"/>
Lien Holder Information	
<input type="text" value="00040184"/> <input type="text" value="AMCORE BANK NA"/> <input type="text" value="ROCKFORD"/>	

- Verify the Owner, Lessee and Lien Holder information is accurate.
- You may correct address information for owners/lessees by overtyping the information.
- You cannot change an owner's name on system. Legal name changes must be done in person at a DMV Customer Service station. Process the application with the legal name currently on record with DMV.

Select

VEHICLE INFORMATION SCREEN

VIN	<input type="text" value="12345254125632541"/>	Year	<input type="text" value="2011"/>
Vehicle Type	<input type="text" value="TRUCK"/>		
Make	<input type="text" value="STGN - STOUGHTON"/>		
Body Style	<input type="text" value="UK - UNKNOWN"/>		
Color	<input type="text" value="BLACK"/>		
Odometer Mileage	<input type="text" value="10"/>		
Odometer Status	<input type="text" value="ACTUAL"/>		
Delivery date (mm/dd/yyyy)	<input type="text" value="02112011"/>		
Vehicle kept in county of	<input type="text" value="DANE"/>	city/village/town of	<input type="text" value="COTTAGE GROVE(T)"/>
<input type="checkbox"/> Vehicle kept out-of-state			
Existing Brands	<input type="text" value="None"/>		
New Brands	<div><div>None</div><div>DE - ABANDONED</div><div>DE - ASSEMBLED VEHICLE</div><div>DE - FLOOD VEHICLE</div></div>		
Prior Lien Holder(s)	<input type="text" value="None"/>		
Purchase Price	<input type="text"/>		
Trade-in allowance(If applicable)	<input type="text"/>		
Sales Tax Exempt	<input type="text"/>		
Sales Tax Exempt Qualifier	<input type="text"/>		
<div><input type="button" value="Next"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/> <input type="button" value="Mail to DOT"/></div>			

Enter the required information:

- Vehicle color
- Odometer mileage and status (unless exempt)
- Delivery Date (format must be mm/dd/yyyy)
- Vehicle Kept In information

Brands:

- OOS Titles: If a brand appears on an Out of State title, select the drop-down choice that matches the brand on the title. Hold down the "Ctrl" key to select multiple brands.
- OOS Titles: If a new Wisconsin brand needs to be added to an Out of State title transfer (i.e. Prior Taxi, Hail Damaged), or if you need to add two states' brands at once, the application must be mailed to DMV for manual processing.
- WI Titles: Pre-existing brands are automatically carried forward. You can place new Wisconsin brands on a Wisconsin title transfer.
- **Purchase Price:** This information is optional.

Purchase price:

- This information is optional.

Select [Next](#)

For additional information, click on any blue underlined text and a Help Box will appear.

FEE SCREEN

REFERENCE # 47797110423	
TITLE FEE	69.50
REGISTRATION FEE	0.00
MISCELLANEOUS FEES	0.00
TOTAL AMOUNT DUE	69.50

Pend Application: This saves the application data and allows it to be completed at a later time or a later date. No ACH withdrawal is completed and no DMV products are issued. Information that was entered can be changed while the application is in a pended status.

Complete Application: Completes the transaction. An eMV11 receipt is produced and funds will be debited via ACH. DMV will issue the title and metal license plates (if applicable).

Back: Goes back to previous screen and allows changes to be made.

Preview Receipt: Allows the receipt to be viewed before completing processing. This allows for information to be reviewed for accuracy before committing to completing the application.

***Note: Your system must have specific Adobe Reader settings in place in order to use the Preview Receipt function.**

1. Open Adobe Reader. Click "Edit", then "Preferences".
2. Select "Options" or "Internet".
3. Uncheck the first box, "Display PDF in Browser".
4. Click "OK", and exit Adobe Reader.

If you are unable to adjust your Adobe Reader settings, do not use the receipt preview function. Your transactions will get hung up and will not complete.

CERTIFICATION SCREEN

Certification

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- For value received I hereby sell, assign or trade the vehicle described on this document to the purchaser(s) named and I certify that all liens shown on the Certificate of Title are paid.
- The prior owner's odometer statement has been shown to the purchaser unless exempt from odometer disclosure.
- The completed odometer disclosure for this retail sale was signed by the purchaser unless exempt from odometer disclosure.
- I certify that to the best of my knowledge the information and statements on this application are true and correct.
- I certify that there is no lien on this vehicle.
- I authorize the state of Wisconsin or its authorized agent to initiate an ACH debit entry from the account(s) I have registered as payment for this transaction.
- By obtaining Title Only, I certify that this vehicle will be operated under Wisconsin IRP (International Registration Plan).
- I certify that I have possession of the original title or MCO and will submit the original title or MCO to DMV the first business day following completion of the electronic title submission.

Review carefully and select to complete the transaction.


Select to make changes to the transaction.

SUCCESS PAGE

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Your title number is 11042D0140013

Click to view report



Return to Menu

- **Your new Wisconsin title number is identified.**
- **Click on the Adobe Acrobat icon to view your eMV11 receipt.**
 - **Print a copy for your customer, a copy for your deal jacket, and a copy to send with the title/MCO to DMV for imaging.**
 - **Customer signatures are optional, but we recommend the customer sign their copy.**
- **See Section 13 for complete instructions for mailing the eMV11 receipt and title/MCO to DMV for imaging.**

Return to Menu: Select to return to Main Menu and continue processing or logoff.